Position Requirements Document Cover Sheet **Position Number: 13926**

Classification: Interdisciplinary, NH-**-III** **Opt: Computer Engineer, 0854**
Local Title: Project Director **Opt: Electronics Engineer, 0855**
Employing Office Location: Orlando, Florida **Opt: Computer Scientist, 1550**
Duty Station: Ft. Huachuca, AZ

Org Info: Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA (ALT)
1st Div Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)
2nd Div: Project Manager, Instrumentation, Targets and Threat Simulators (PM ITTS)
3rd Div: Instrumentation Management Office (IMO)
4th Div:

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.
Immediate Supervisor: J. R. Longenbach

Title: Director, Instrumentation Management Office

Signature: //S// Date: 3/27/06

Higher Supervisor or Manager: Jerome Sirmans

Title: Deputy Project Manager, ITTS

Signature: //S// Date: 3/28/06

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: James T. Blake

Title: Program Executive Officer

Signature: Michael Lozano for //S// Date: 29 Mar 2006

FLSA:	**Exempt**	**BUS Code: 7777**	**CL: 1304**
Drug Test:	**Yes**	**Emergency Ess:**	
Key Position:		**OPM Functions Code: 13**	
Sensitivity:	**CS**	**Status:**	**Competitive**
Reason for Submission:	**New position**	**Subject to IA:**	
Previous PD Number:		**Mobilization:**	
Envir. Diff:		**Career Prg ID:**	
Acq Posn Category:	**A**	**CAPL Number:**	
Acq Career Level:	**3**	**Acq Posn Type: 4**	
Acq Special Asgmt:		**Acq Prog Ind:**	
Career Spec – Primary:		**Career Spec – Sec:**	
Cont Job Site:		**Mobility:**	

Financial Disclosure: [ ] Public Financial [X] Confidential Financial
[ ] Supervisor [ ] Manager [X] Neither
Citation 1: USOPM PCS for Computer Engineering Series, GS-0854, TS-83, January 1988
Citation 2: USOPM PCS for Electronics Engineering Series, GS-0855, TS-3, February 1971
Citation 3: USOPM PCS for Computer Science Series, GS-1550 TS-83 January 1988
Citation 4: AWF, PDP, BLD, Federal Register, Volume 64, Jan 99

Requires a TS/SCI Security Clearance.

Acquisition Workforce Demo Project
Position Requirements Document

I. Organization information:

Position is located in the Instrumentation Management Office, PM Instrumentation, Test and Threat Simulation (PM ITTS), Program Executive Office, Simulation, Training and Instrumentation (PEO STRI), Fort Huachuca field activity.

II. Position information:

Interdisciplinary, NH-****-III.
Opt: Computer Engineer, 0854
Opt: Electronics Engineer, 0855
Opt: Computer Scientist, 1550

III. Duties:

Incumbent serves as a Project Director and Lead Engineer and performs systems engineering, software engineering, computer analysis, instrumentation analysis, and operations research analysis to provide direction and leadership to a multi-disciplinary Integrated Product Team (IPT). The incumbent supports the acquisition life cycle management of IMO systems which involves the design, integration, test and acquisition management of complex systems composed of hardware, computers, software, interfaces, simulation and instrumentation hardware.

Major Duties:

- Serves as an engineer/scientist and Project Director in the Instrumentation Management Office (IMO) of PM ITTS responsible for total life cycle management of major instrumentation projects. Develops, establishes, implements, and controls contractual, financial, and technical aspects of the project through all phases of the system acquisition cycle. Manages and concludes actions required to execute the specified goals of assigned projects.

- Serves as Integrated Product Team Lead and technical specialist to develop project plans, and documents such as the Acquisition Strategy Report, Acquisition Plan, Acquisition Program Baseline, Program Management Plan, Development and Production Schedule, Engineering Change Proposals, design studies, etc.

- Directs and monitors contractor activities to assure progress on cost, schedule, performance, and/or supportability criteria as relevant to assigned projects. Analyzes management concerns and identifies critical problem areas for further study and evaluation. Develops problem analysis, determines method of solution, and guides the resolution in coordination with the Chain of Command.

- Defends and presents the project position at reviews, conferences, and other closed and open forums. Provides status and decision information on assigned projects. Presents complete recommendations, redirection justifications, or other critical program information to higher organizational levels.

- Serves as SME providing advice, consultation and technical documentation (synopses and point papers) to project managers and senior management on designated specialty areas as required. Specialty areas include: requirements engineering, artificial intelligence (expert systems, computer generated forces, intelligent tutoring systems and natural language applications), embedded simulation, command and control, distributed processing, communications (analog, digital and networks), lasers, electro-optics, visual simulation (displays, data base modeling and image renderings), security, targets, computer systems and programming languages/techniques, testing of components, subsystems, and systems.

- Performs other duties as assigned.

IV. Factors:

Factor: 1. - Problem Solving Level III.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Independently defines, directs, or leads highly challenging projects/programs. Identifies and resolves highly complex problems not susceptible to treatment by accepted methods. Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines. Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment. Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.

Factor: 2. - Teamwork/Cooperation Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others to accomplish complex projects/programs. Applies innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork. Leads and guides others in formulating and executing team plans. Expertise is sought by peers.

Factor: 3. - Customer Relations Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides and integrates functional efforts of individuals or teams in support of customer interaction. Seeks innovative approaches to satisfy customers. Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to program/projects. Interacts independently and proactively with customers to identify and define complex/difficult problems and to develop and implement strategies or techniques for resolving problems (e.g., determining priorities and resolving conflict among customers' requirements).

Factor: 4. - Leadership/Supervision Level III.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promote commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. Defines, organizes, and assigns activities to accomplish project/program goals. Guides, motivates, and oversees the activities of individuals and teams with focus on project/program issues. Fosters individual/team development by

mentoring. Pursues or creates training development programs for self and others.

Factor: 5. – Communication Level III.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates project or program results to all levels, internally and externally. Reviews and approves, or is a major contributor to/lead author of, management reports or contractual documents for external distribution. Provides inputs to policies. Presents briefings to obtain consensus/approval.

Factor: 6. - Resource Management Level III.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and allocates resources to accomplish multiple project/programs. Identifies and optimizes resources to accomplish multiple project/program goals. Effectively accomplishes multiple project/program goals within established guidelines.

Security Clearance and Travel Requirements

Incumbent must be able to obtain and maintain a Top Secret security clearance.

Will be required to travel within the U.S./overseas by commercial aircraft.

Knowledge, Skills, and Abilities (KSAs) For Qualification Purposes.

- Knowledge of the application of current engineering technology as related to the design of electronic computer-based military equipment of simulation, simulators, training systems and instrumentation projects.

- Knowledge of software management techniques to include software requirements analysis and design methodologies, software metrics, software reuse, software documentation, independent verification

and validation (IV&V) criteria, and post deployment software support (PDSS) criteria and configuration management.

- Knowledge of systems engineering, acquisition & development, operations research analysis, computer software and hardware principles.

- Knowledge of the application of current engineering technology involved in the conceptual design of electronic, computer-based instrumentation systems for military-based labs and test ranges used for the development of major weapon systems.

- Knowledge of test engineering and management techniques including Test and Evaluation Master Plan (TEMP) development and coordination through the Test Integration Working Group (TWIG) process, specifically Army operational and developmental testing.

- Knowledge of Department of Defense (DoD) materiel acquisition process, specifically the application of DoD 5000 series of principles, policies and practices of systems acquisition, development, fielding and life cycle support of simulations, simulators, and training and instrumentation systems.

- Knowledge of business and industry management, procurement procedures, and production practices involved in contractor proposals and activities.

- Knowledge of the organizational and functional responsibilities and operations of the employing organization.

- Ability to coordinate engineering, procurement, program control, configuration, test, manufacturing, and integrated logistics support.

- Ability to plan and execute complex, multi-faceted projects within established financial and time constraints.

- Ability to organize and lead (study/project) teams and task forces with members from different organizations and commands.

- Ability to establish and maintain relationships with key individuals/groups outside immediate work unit.

- Ability to gather and analyze statistical and performance data, to perform market surveys, risk analysis, trade-off studies, baseline cost estimates and reliability, availability, maintainability (RAM) analysis.